

RECORDS HOLDING AREA

TURN-IN OF RECORDS/FILES

If you have questions, please call 442-5168 for assistance.

1. AR 25-400-2 requires organizations that have records/files with a retention period of 3 years or more to turn them into the Records Holding Area each year.

2. We will be providing a listing to each activity records manager of the records/files within their organization they need to ensure are turned in. For year 2000, we will provide this listing during week of 18 December 2000.

3. Procedures for turning in your records/files (**short version**).

- Determine what files to turn-in.
- Get proper box as listed in AR 25-400-2, para 9-13b. (If you do not have this box, you may use the boxes paper comes in.)
- Pack the boxes. Place records/files in numerical order starting with box one and continue through the shipment.
- Prepare Standard Form 135. This form is available electronically.
- Turn-in SF 135 to RHA personnel (Bldg 2103 Currie Rd). **Do not bring boxes at this time.**
- Bring boxes to the RHA upon notification from the RHA staff.

4. Procedures for turning in your records/files (**long version**).

- **Determine what files to turn-in.** These are files with a retention period of 3 years or more. Normal procedures are you will hold these files in the current files area for 2 years and then turn them into the RHA. This is true for all files except FN 600-8-22b, FN 600-8-105c, and FN 15-6b. You need to turn-in FNs 600-8-22b and 600-8-105c in the January following the year of creation (i.e., awards approved during 2000, turn them into the RHA in January 2001). You need to turn-in FN 15-6b directly after approval. **Do not hold in current files area.** Ensure file folder labels are correct. We have examples of file labels at the following web site. Do not include guide cards in the shipment.
- http://sill-www.army.mil/doim/MARKS/Files_Lists_&_Labels.htm
- **Boxes.** See short version.
- **Pack the boxes.** After you have gathered all the files you need to transfer to the RHA, begin the process of packing them. Pack them in numerical order by file numbers. Military Awards (FN 600-8-22b) are filed alphabetically by name by battalion not by battery except for Military Police Company. Permanent orders (FN 600-8-105c) are filed by numerically by order number. Do not seal the boxes, just interflap the top. Place your box numbers in the upper right corner of the end of the box (i.e., 1/1, 1/10, 4/10, etc.) The first number is the box number and the second number is the total number of boxes in your shipment.
- **Preparing the SF 135.** These forms are available electronically. We have included an example below.
 - **Block 1** - Type "Records Holding Area, Fort Sill, OK."
 - **Block 2** - The Records Manager or S1.
 - **Block 3** - Who the RHA staff can contact if they have questions.
 - **Block 4** - RHA staff will sign upon receipt of boxes into the RHA.
 - **Block 5** - Your organization name.
 - **Block 6(a)** - Leave blank.
 - **Block 6(b)** - Leave blank.
 - **Block 6(c)** - Leave blank. This is where the RHA staff will place the shelf number location of your box(es) in the RHA.
 - **Block 6(d)** - Place the total number of boxes you are transferring (i.e., 1, 3, 10, etc).
 - **Block 6(e)** - Place your box number to include the total number of boxes (i.e., 1/1, 1/5, 5/11, etc.)
 - **Block 6(f)** -
 - List your organization (i.e., 1st Battalion, 12th Field Artillery).
 - Insert file title, year of the file, and how they are filed (alphabetically, numerically, or chronologically). Continue until all the files you have packed are listed on the SF 135. Place the appropriate box number to the left in the (e) block as you move from one box to another.
 - **Block 6(g)** - Leave blank.
 - **Block 6(h)** - Insert "AR 25-400-2" at the top of the block. Place the appropriate file number to the right of each place you include the file title in this block.

- **Block 6(i)** - Insert the month and year the file we are to destroy the file. If the file disposition is permanent, place the word "PERM" in this block.
- **Blocks 6(j), (k), (l), and (m)** - Leave blank.
- **Turn-in SF 135 to the RHA.** Bring or send the completed SF 135 to the RHA Staff in Bldg 2103, Currie Road (campj@sill.army.mil). The RHA staff will review the SF 135 and work with you to set up a date to bring your boxes to the RHA.
- **Turn-in of the Boxes.** RHA Staff will add the shelf number in block 6(c) just to the left of each of your box numbers on your SF 135. You need to place this box number on the same end of the box as your box number. Center it at the bottom of the end. The RHA Staff will work with you to set a date for you to bring the boxes to the RHA (Bldg 2103 Currie Road). You need to include one copy of the SF 135 in the first box of your shipment. Bring an extra copy for the RHA Staff to sign showing they received your shipment.
- **Filing the SF 135.** After RHA Staff signs the SF135, file it in FN 1g. Units - retain the SF 135 for the average length of time a soldier remains in your unit. Staff - retain until no longer needed.